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**ORANGE COUNTY SOCIAL SERVICES AGENCY  
CFS OPERATIONS MANUAL**

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**Revised: August 17, 2004**  
**Revised: September 20, 2004**  
**Revised: December 15, 2010**  
**Revised: November 8, 2013**

**Number: K-0502**

## **Interstate Compact on the Placement of Children (ICPC)**

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**Purpose** To provide guidelines for utilization of the Interstate Compact on the Placement of Children (ICPC).

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**Approved** This policy was approved by Gary Taylor, Director of CFS, on November 8, 2013. *Signature on file.*

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**Most Recent Revision** This revision of the Policy and Procedure (P&P) incorporates:

- Amended and adopted ICPC Regulations 2, 3, 5, and 7
- Non-minor dependent (NMD) information
- *Statement of Assigned Social Worker Potential ICPC Placement Resource (F063-25-679)*
- Guidance regarding interstate placement with a parent

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**Background** The ICPC is a contract among member states and U.S. territories authorizing collaboration, through established procedures, to assist children placed across state lines for foster care or adoption to receive adequate protection and support services.

To participate in the ICPC, a state must enact the provision of the ICPC into law. In 1975, California adopted the provisions of the ICPC located in Family Code (FAM) Section (§) 7900 *et seq.*

The ICPC provides the following safeguards:

- Confirmation that the sending state maintains legal jurisdiction over the child regarding matters of custody, supervision, care, treatment, and disposition once the child is moved to the receiving state
- Completion of home studies and evaluation of each proposed interstate placement before placement is made
- Continued supervision and regular reports on each interstate placement
- Implementation of applicable placement policies by receiving state before approval of an interstate placement
- Opportunity by receiving state to consent to, or deny, a placement before it is made

Each member state of the ICPC appoints a Compact Administrator. In California, the Compact Administrator is a Deputy Director within the California Department of Social Services (CDSS).

CDSS delegated the responsibilities and functions associated with interstate placement requests in parental, relative, foster family, and prospective adoptive homes to counties. Thus, each of California's 58 counties has an ICPC Coordinator that interacts with other state's Compact Administrators. CDSS maintains responsibility for processing requests for placement into interstate residential treatment facilities or group homes.

## Definitions

For the purpose of this P&P, the following apply:

**Courtesy Check:** A process used by a sending court to check the home of a parent residing in another state when the child has not been removed from that parent. This process does not involve ICPC. The responsibility for, and quality of, a courtesy check rests directly with the requesting court and the person or party in the receiving state who agrees to conduct the courtesy check.

**Home Study:** An evaluation of a home environment conducted in accordance with applicable requirements of the state in which the home is located to determine whether a proposed placement of a child would meet the individual needs of the child, including the child's safety, permanency, health, well-being, emotional, and physical development.

**Interstate Compact Placement Request (ICPC 100A):** The contract between the sending and receiving states. An ICPC placement is not valid until representatives from both states sign the ICPC 100A.

**Interstate Compact Report on Child's Placement Status (ICPC 100B):** The form used to notify when a placement request is withdrawn, a child is placed into a receiving state, a change in child's placement has occurred, or when an ICPC has been closed.

**Orange County (OC) ICPC Coordinator:** Children and Family Services (CFS) employee whose primary duty is to be the central point of contact for all ICPC matters within CFS and interact with other Compact Administrators.

**Receiving state:** The state to which a child is sent, brought, or caused to be sent or brought, for placement.

**Sending state:** The state where the sending agency is located, or the state in which the Court holds exclusive jurisdiction over a child which causes, permits, or enables the child to be sent to another state.

**Provisional Approval or Denial:** An initial decision by a receiving state that a placement is or is not approved subject to receipt of required additional information before final approval is granted.

**Provisional Placement:** A receiving state's determination that a proposed placement is safe and suitable, and to the extent allowable, the receiving state has temporarily waived its standards or requirements otherwise applicable to prospective foster or adoptive parents so as to not delay a placement.

**Supervision:** Monitoring of a child and the child's living situation by the receiving state after a child has been placed pursuant to a provisional approval or an approved ICPC placement.

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## POLICY

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- General Staff Responsibilities** To aid in the successful implementation of the ICPC outlined in FAM § 7901, staff will make effort to:
- A. Route communications and the processing of documents with other states through the designated OC ICPC Coordinator.
  - B. Initiate the ICPC process prior to placing an OC dependent in another state.
  - C. Provide supervision for interstate dependents residing in OC after an ICPC placement has been approved.

**Placement Options**

Per ICPC Regulation No. 3, the following placement types are governed by the ICPC:

- A. Placements preliminary to an adoption (independent, private, or public). **Note:** CFS does not complete independent or private adoptions.
- B. Licensed or approved foster homes (placement with unrelated or related caregivers).
- C. Group homes, residential facilities, or residential treatment centers. Residential facilities do not include education institutions, medical or mental health hospitals.
- D. Placements with parents or relatives made by a Court or child welfare agency.

**California Exception:**

Per *In re C.B. (2010) 188 Cal.App. 4<sup>th</sup> 1024* and California Rules of Court, Rule 5.616 (g), when a child is placed with his or her parent in another state, compliance with the ICPC is not required. However, the Court may take steps it deems necessary to assess the child's safety and well-being in the out-of-state placement with a parent.

The Court may order CFS to request a courtesy check from the receiving state, or to enter into a contract or agreement with an agency in the receiving state to obtain a home study or other needed services.

When a request for an interstate courtesy check or initiation of a contract/agreement is ordered by Court, staff will inform their supervisor and Program Manager (PM) who may consult with Social Services Agency (SSA) Contract Services and/or County Counsel to discuss options available to meet the needs of the specific case.

**Note:** If an OC dependent is placed out-of-state without an approved ICPC or an approved agreement/contract with the other state, CFS maintains responsibility for completion of compliance contacts as outlined in CFS P&P [Case Compliance Contacts and Documentation \(E-0105\)](#).

**Placement Exemptions**

As outlined in ICPC Regulation No. 3, the ICPC does not apply to:

- A. Placement with a parent from whom the child was not removed and the Court has no, and seeks no, evidence that the parent is fit or unfit, and the court relinquished jurisdiction over the child immediately upon placement with parent.
- B. Courtesy checks for placement with a parent from whom the child was not removed.
- C. Placements made by private individuals with full legal rights to plan for the child (i.e., a child's parent, stepparent, grandparent, adult bother or sister, adult uncle or aunt, or the child's legal guardian).
- D. Placements handled in court cases of divorce, paternity, custody, or probate.
- E. Facilities primarily educational in character (e.g., boarding school, etc.) and medical or mental health hospitals/facilities.
- F. Placement of children pursuant to any other interstate compact in which both states are a member.
- G. Placement of an Indian child pursuant to a transfer of jurisdiction to a tribal court (FAM §7907.3).

**Non-Minor Dependents (NMDs)**

Per ICPC Regulation No. 3, some states permit the extension of Juvenile Court jurisdiction and foster care payments to youth up to age 21 as allowed by the federal Fostering Connections to Success and Increasing Adoptions Act of 2008 (i.e., Extended Foster Care). A sending state may request placement and supervision for dependents over the age of 18 through the ICPC, yet provision of services is at the discretion of the receiving state.

When receiving states accept ICPC requests for OC NMDs, the guidelines of this P&P apply. If an OC NMD moves out-of-state, court jurisdiction continues, and an ICPC supervision request is not accepted, CFS remains responsible for supervision. See CFS P&P [Non-Minor Dependent \(NMD\) Placements \(J-0102\)](#).

**OC ICPC Coordinator Responsibilities**

Per ICPC Regulation No. 5 and CFS protocol, the responsibilities of the OC ICPC coordinator include, yet are not limited to:

- Processing and distribution of incoming ICPC requests, including verification that documents are complete and conform to the ICPC, forwarding requests to the appropriate CFS program, and communicating with the sending state's ICPC office
- Processing and submittal of outgoing ICPC requests, including verification that documents are complete and conform to the ICPC, ascertaining if the proposed receiving state has specific ICPC criteria, forwarding the request, and communicating with the receiving state's ICPC office
- Providing consultation and support to CFS staff on ICPC related matters

### Home Study Timeframes

As indicated in CDSS MMP Division 31-510, a home study is required for every proposed out-of-state foster or adoptive placement initiated through the ICPC. The purpose of a home study is to assess the safety and suitability of the home environment for placement of the child. When invoking the ICPC, CFS will not place a child out-of-state without receipt of an approved home study from the receiving state and a signed *Interstate Compact Placement Request (ICPC 100A)* approving placement.

**Note:** Approval of a foster home study is different from an adoptive home study. For cases in which a foster placement will become an adoptive placement, an adoptive home study request must be submitted.

Pursuant to FAM § 7901, 7901.1 and ICPC Regulation No. 2, the following home study timeframes apply:

- A. States are required to complete and report the results of a placement home study within 60 calendar days of receipt of an interstate placement request. The 60-day time period begins the date the state ICPC office receives a completed *Interstate Compact Placement Request (ICPC 100A)* with all required attachments and information.

Completion of the education and training requirements for prospective caregivers are exempt from the 60-day timeframe and the report may or may not include a decision approving or denying permission to place the child.

If additional information is needed (e.g., criminal background check, licensing requirement, etc.) in order to make a decision regarding approval or denial of the placement resource, home study reports will include:

- Reason for delay
- Which home study elements have been completed to date
- What additional information remains pending
- Anticipated date for decision

- B. Receiving states will provide final approval or denial of the placement resource via a signed *Interstate Compact Placement Request (ICPC 100A)* as soon as practical yet no later than 180 calendar days from receipt of the home study request. **Note:** Per ICPC Regulation No. 5 and ACL 12-56, the individual that signs the *Interstate Compact Placement Request (ICPC 100A)* will not be the same person who conducted the home study for the placement.

The receiving state's authority is limited to the approval or denial of the placement resource (i.e., proposed caregiver's ability to meet the individual needs of the child, including the child's safety, permanency, well-being, health, emotional, and physical development). Sending states have the final authority to determine whether or not to place with an approved placement resource.

- C. An approved home study is valid for six months from the date of approval signature by the receiving state on *Interstate Compact Placement Request (ICPC 100A)*.
- D. Sending states may request reconsideration of a placement resource denial within 90 calendar days from the date of the signed *Interstate Compact Placement Request (ICPC 100A)*.

Receiving states have 60 calendar days from the date of the request to reconsider a denial to determine whether a reversal in decision is warranted. If a change in denial is made, a signed *Interstate Compact Placement Request (ICPC 100A)* is required reflecting the new decision.

- E. States have 14 calendar days to reject a placement home study completed by a receiving state.

Determinations to reject a home study will be based on specific content within the report and indicate the proposed placement would be contrary to the welfare of the child.

For guidance on processing an ICPC home study request, see [Attachment 1—Suggested Guidelines – Home Study Requests](#).

**Outgoing (Non Group Home) ICPC Requests**

In accordance with ICPC Regulation No. 2 and ACL 11-79, requests for out-of-state placement of dependent children, in settings other than a group home, will include:

- A. Determination that interstate placement is in the best interests of the child and in-state placements do not meet the child's unique needs.
- B. A cover letter which contains an introduction of the child's current situation and legal status, identification of the proposed caregiver, the nature of the request, and reference to enclosures. For guidance on drafting a cover letter, refer to *ICPC Cover Letter Template (F063-25-650)*.
- C. A completed and signed *Statement of Assigned Social Worker Potential ICPC Placement Resource (F063-25-679)* which confirms the prospective caregiver's willingness to cooperate with the ICPC process as well as understanding of financial responsibilities and any background clearance requirements.
- D. Completion of CWS/CMS document *Interstate Compact Placement Request (ICPC 100A)* (Sections I, II, and III). See [CWS/CMS Data Entry Standards—Interstate Compact on the Placement of Children \(ICPC\) Outgoing Case Instructions](#)
- E. Completion of *Federal Medicaid (Title IV-E) Eligibility/Ineligibility and Medical/Financial Plan (F063-25-246)*, which identifies financial eligibility (Title IV-E foster care or non Title IV-E) and medical coverage for the child. CFS will explore appropriate financial and medical assistance within the receiving state and with the prospective caregiver. **Note:** *Federal Medicaid (Title IV-E) Eligibility/Ineligibility and Medical/Financial Plan (F063-25-246)* requires signature of Eligibility Technician (ET).

Medical support for federally eligible children may be obtained through Medicaid. If the child is not federally eligible, consideration will be given to locating a provider in the receiving state that will accept California Medi-Cal or whether the prospective caregiver agrees to be responsible for



providing medical coverage for the child. See CFS P&P [Child Health and Disability Prevention Program \(I-0203\)](#).

**Note:** If it is determined appropriate resources will not be available, and as long as jurisdiction is maintained, CFS will ultimately be responsible for and provide financial and medical support of the child and for any needed shelter care and travel should there be a placement disruption.

- F. Copy of court minute order stipulating child is a dependent and evidence of authority to place the child.
- G. Copy of Jurisdictional/Dispositional Court Report.
- H. Copy of most recent minute order stipulating continued supervision is needed.
- I. Copy of most recent court report to include description of child's social history, academic, psychological, medical, and social functioning and copy of child's current case plan (e.g., objectives, responsibilities, and services related to the child).
- J. Relevant information regarding any previous placement experience the prospective caregiver may have had in California.
- K. Copies of the child's social security card or official document verifying correct social security number, and birth certificate, if available.
- L. Additional specialized information as applicable, (e.g., medical records, psychiatric evaluations, Individualized Education Plan, ILP services, therapist report, etc.).
- M. Any supplemental documentation that may be required by specific states. See "Specific State Requirements" Policy section below.

For guidance on completing an ICPC referral, see [Attachment 2—Suggested Guidelines – Outgoing ICPC Referral](#). For a one-page list of documents, including number of copies, when making an ICPC referral, see [Attachment 3—Outgoing ICPC Packet Documents](#).

**Outgoing (Non Group Home) Placement Responsibilities**

Following receipt of a receiving state's placement approval on *Interstate Compact Placement Request (ICPC 100A)*, and a determination by CFS to place with the approved caregiver, CFS will complete needed placement activities, which may include:

- A. Arranging transportation of the child to the receiving state. See SSA Administrative P&P [Travel and Reimbursement of Related Expenses \(F10\)](#).
- B. Reviewing and obtaining signatures on relevant placement forms.
- C. Providing out-of-state caregiver with copies of:
  - Child's social security number (not card)
  - The Medical/Financial Plan
  - Court orders authorizing placement
  - Child's certified informational birth certificate
- D. Confirming the child's arrival in the caregiver's home and notifying the receiving state of the completed placement by submittal of *Interstate Compact Report on Child's Placement Status (ICPC 100B)*.

For guidance on completing an ICPC placement, see [Attachment 4—Suggested Guidelines – ICPC Placement](#).

**Outgoing  
Adoptive  
Placements**

For initial adoptive placements, or foster placements which subsequently become adoptive placements, staff will submit copies of *Interstate Compact Placement Request (ICPC 100A)* and any child related information requested from the receiving state to the OC ICPC Coordinator for submission to the receiving state.

**Outgoing (Non  
Group Home)  
Case  
Management  
Responsibilities**

CFS will provide the following case management services to an OC dependent placed in a non group home setting out-of-state:

- A. Maintain telephone contact with the caregiver and child or NMD at least once a month. **Note:** If agreeable and available to both parties, video conferencing or other electronic one-to-one interaction (i.e., "Skype") may be considered.
- B. Document in-person compliance contacts completed by the receiving state as outlined in [CWS/CMS Data Entry Standards—ICPC Contacts—Entering into CWS/CMS](#), and update other CWS/CMS Notebooks, as applicable (e.g., education and medical information, ILP services, etc.)
- C. Obtain and review supervision reports from the receiving state on the progress of the child in placement.

- D. Report to Court the progress of the case as appropriate. Document rationale for placement and description of responsibilities of the sending/receiving agencies.
- E. Contact the receiving state and OC ICPC Coordinator immediately, but no later than two business days, after receiving notification of a placement disruption to develop a plan, in cooperation with receiving state, to resolve the disruption. **Note:** Consideration may be given to arranging a Team Decision Making (TDM) meeting or equivalent offered in the receiving state.
- F. Report changes in placement or legal status to the receiving state and OC ICPC Coordinator.
- G. As applicable, consult with receiving state regarding recommendation for dismissal of dependency or termination of ICPC.

For guidance on providing case management services to an OC dependent placed in another state, see [Attachment 5—Suggested Guidelines – Outgoing ICPC Case Management](#).

**Return of Child**

According to ICPC Regulation No. 2, receiving states may request a sending state arrange for the return of a child or propose an alternative placement in the receiving state for approval consideration. **Note:** Alternative placements will be approved by the receiving state before a placement is made.

Requests for a child's return may occur when:

- A home study is denied and the child is already residing with the prospective caregiver in the receiving state
- Receiving state determines the caregiver no longer meets the child's needs to include child's safety, permanency, and well-being

Sending states are responsible for arrangements necessary to return a child. Returns will occur within five business days from the date of request for removal or as agreed upon by both states.

**Relocation of Family Unit**

ICPC Regulation No. 1 and ACL 10-56 outline the relocation process for a dependent child with an approved caregiver to another state. **Note:** The ICPC does not apply to temporary family unit relocations of 90 days or less.

The intent of this regulation is to ensure a safe and stable placement already approved and made by a sending state will continue if the family unit relocates to another state, and that the supervision of the placement is uninterrupted.

In support of the regulation's intent, prompt transmittal of documentation and approval is vital. Upon learning of a relocation, the sending state will promptly prepare and submit to the receiving state an *Interstate Compact Placement Request (ICPC 100A)* within five business days, along with supporting documents. The receiving state will respond within five business days of receipt of the sending state's request.

If the child and family unit are already present in the receiving state, the receiving state will determine, within five business days of receipt of an *Interstate Compact Placement Request (ICPC 100A)*, whether provisional approval will be granted and will provide the decision, in writing, to the sending state.

Documentation includes a request for prompt handling and the items listed in "Outgoing (Non Group Home) ICPC Requests" Policy section above.

**Incoming (Non Group Home) ICPC Requests**

As outlined in MMP Div. 31-510, upon receipt of a completed *Interstate Compact Placement Request (ICPC 100A)* from a sending state, CFS will:

- A. Conduct type of home study requested with recommendation on the suitability of the placement plan.
- B. Confirm a written financial and medical plan for the child has been received.
- C. Notify the sending state of approval or disapproval of the placement resource by signing *Interstate Compact Placement Request (ICPC 100A)*.

**Incoming (Non Group Home) Case Management Responsibilities**

Upon notification from a sending state via *Interstate Compact Report of Child's Placement Status (ICPC 100B)* that a placement occurred into OC, CFS will complete the following activities in accordance with ICPC Regulation No. 11 and ACL 10-56:

- A. Conduct, and document in CWS/CMS, monthly contacts with the child and caregiver, or as requested in the *Interstate Compact Placement Request (ICPC 100A)*. Contacts with the child or NMD will be face-to-face and the majority will occur in the child's/NMD's residence.

The initial face-to-face contact will occur no later than 30 days from the date of placement, or if notification occurs after placement, 30 days from the date on which CFS received notification.

Update CWS/CMS Notebooks, as applicable (e.g., education, medical, ILP information, etc.)

B. Cooperate with the sending agency in ongoing case planning for the duration of placement. Supervision will continue until an *Interstate Compact Report of Child's Placement Status (ICPC 100B)* is received documenting one of the following conditions:

- Child reaches the age of majority or is legally emancipated
- Child's adoption is finalized
- Legal custody is granted and jurisdiction is terminated
- Child no longer resides at the approved placement home
- Jurisdiction is terminated
- Legal Guardianship (LG) is granted to the caregiver
- Sending state requests discontinuation in writing, and receiving state concurs

**Note:** Despite the occurrence of a condition listed above, supervision may continue by mutual agreement of the sending and receiving states.

C. Advise the sending state of any child abuse or neglect report involving the ICPC child, including findings.

D. At least once every 90 days following the placement date, provide the sending state, via the OC ICPC Coordinator, written supervision reports. See *ICPC Supervision Report Template (F063-25-651)*. At a minimum, reports will include:

- Dates and location of each contact made with child and caregiver since the last supervision report
- Summary of child's current circumstances including a statement of the child's safety and well being
- Child's educational status (as applicable)
- Child's medical and mental health status
- Assessment of current placement and caregiver
- Description of unmet needs and recommendation for meeting identified needs

**Note:** If a child's needs remain unmet after notification to the sending state, CFS may require the return of the child

(taking into consideration the potential impact on the child).  
The receiving state has the sole discretion in determining whether to return the child

- As applicable, recommendation regarding continuation of current placement, termination of sending state jurisdiction, finalization of adoption, or granting of LG to caregivers
- E. Assist the sending state in locating appropriate resources for the child and caregiver.
- F. Notify the sending state via *Interstate Compact Report on Child's Placement Status (ICPC 100B)* of a change in the placement status of a child.
- G. Consult with the sending agency regarding recommendation for dismissal of dependency or termination of ICPC.
- H. If circumstances lead CFS to determine imminent risk to a child in the ICPC placement home, complete the following actions, as necessary:
- Conduct a TDM meeting. See CFS P&P [Team Decision Making \(D-0308\)](#)
  - Assist the sending agency to resolve the placement issue
  - Provide emergency shelter care services to the child. Notify the sending state of the child's removal from the placement within 48 hours, excluding non-court days (i.e., weekends, court holidays)

For guidance on providing supervision to an out-of-state dependent placed in OC, see [Attachment 6—Suggested Guidelines – Incoming ICPC Case Management](#).

**Outgoing  
Group Home  
Placements**

Pursuant to FAM § 7911.1, CDSS is required to certify and perform initial and continuing inspections of out-of-state group homes providing care to California dependents. Certification by the CDSS Out-of-State Certification Unit (OSCU) indicates the group home meets the same qualifications as group homes in California and is approved for placement of California children.

Pursuant to ACL 08-21, CFS is only authorized to place in out-of-state group homes that are certified. The OSCU maintains a current list of certified facilities. CFS will contact OSCU to ascertain certification status when considering placement of a child who is a dependent of the OC Juvenile Court into an out-of-state group home.

If an uncertified out-of-state group home may be considered for placement, CFS will request CDSS certification as outlined in ACL 08-21.

In addition, FAM § 7911.1 requires a county multidisciplinary team (MDT) assessment and placement recommendation prior to placing a child in an out-of-state group home. For CFS, this MDT requirement is conducted through the PSP/FC Meeting. To initiate a PSP/FC presentation prior to group home placement, CFS staff may submit an electronic request to the Placement Coordination Services (PCS) Senior Social Services Supervisor (SSSS). See CFS P&P [Out-of-Home Placement \(K-0208\)](#).

If the requirements for an out-of-state group home placement are met (e.g., CDSS certification, court approval, PSP/FC recommendation), staff will complete an outgoing ICPC request packet as outlined in “Outgoing (Non-Group Home) ICPC Requests” and placement activities as outlined in “Outgoing (Non-Group Home) Placement Responsibilities” Policy sections above.

**Incoming  
Group Home  
Placements**

All requests for group home placement into OC from another state are conducted through the CDSS Out-of-State Placement Policy Unit (OSPPU), as indicated in ACL 98-94.

**Expedited  
Placements**

ICPC Regulation No. 7 establishes a process for expedited and provisional placement requests of specified children. The Court in a sending state may request an expedited placement with or without a provisional approval through completion of *Expedited Placement under the Interstate Compact on the Placement of Children: Findings and Orders (JV-567)*.

A child may qualify for an expedited placement if all of the following conditions exist:

- A. The Court has authority to determine custody and placement of the child or has delegated authority to the child welfare agency.
- B. The child is not in the home of the parent from whom the child was removed.
- C. The proposed caregiver is a parent, stepparent, grandparent, adult sibling, adult aunt or uncle, or legal guardian of the child.  
**Exception:** Per CA Rule of Court 5.616(h)(1), expedited placements do not apply to any situation in which a California child is being placed in another state with his/her parent.

And, at least one of the following apply:

- Dependency is unexpected due to the sudden or recent incarceration, incapacitation (i.e., unable to provide care due to a medical, mental, or physical condition), or death of a parent or guardian
- The child, or at least one sibling if being considered for placement together, is four years of age or younger
- The Court finds that any child in the sibling group sought to be placed has a substantial relationship with the prospective caregiver (i.e., has a familial or mentoring role with the child, has spent more than cursory time with the child, and has established more than a minimal bond with the child)
- The child is currently in an emergency placement

Prior to Court requesting an expedited or provisional placement, CFS will provide Court with a completed and signed *Statement of Assigned Social Worker Potential ICPC Placement Resource (F063-25-679)* which:

A. Confirms the prospective caregiver's:

- Willingness to cooperate with the ICPC process
- Relation to the child (e.g., adult sibling, aunt, uncle, etc.)
- Correct name, address, and contact telephone numbers
- Financial resources to meet the needs of the child, including provision of child care, if applicable
- Understanding that background clearances are required and that no one residing in the home has a criminal or child abuse history prohibiting placement (to the best of their knowledge)

–And–

B. Acknowledges the assigned Social Senior Worker (SSW):

- Communicated directly with the prospective caregiver
- Is unaware of any fact that would prohibit the child being placed with the caregiver
- Is prepared to send required paperwork to the OC ICPC Coordinator



If Court requests an expedited placement, CFS will complete and submit the following to the receiving state within seven business days of the signed court order:

- *Sending State Expedited Home Study Request (F063-25-371)*
- *Signed Expedited Placement under the Interstate Compact on the Placement of Children Findings and Orders (JV-567)*
- *Interstate Compact Placement Request (ICPC 100A)*
- *Assigned Social Worker Potential ICPC Placement Resource (F063-25-679)*
- Other ICPC packet documents listed in “Outgoing (Non Group Home) ICPC Requests” Policy section of this P&P

The receiving state is required to submit approval or disapproval of the expedited placement no later than 20 business days from the date of receipt of the sending state’s request.

If placement is made into a receiving state, CFS will follow the guidelines outlined in “Outgoing Non Group Home Case Management Responsibilities” Policy section above.

For guidance on processing an expedited request from Court, see [Attachment 7—Suggested Guidelines – Expedited ICPC Requests](#).

## **Provisional Placements**

Per ICPC Regulation No. 7, a sending state may request approval for the provisional placement of a child in a receiving state while the home study and expedited placement decision are pending. However, conducting a provisional placement approval is at the discretion of the receiving state.

If a receiving state agrees to conduct a provisional placement determination, the following activities are required within seven calendar days of receipt of the request:

- In-person inspection of the prospective caregiver’s home
- Search within receiving state’s child welfare database for child abuse or neglect history on the prospective placement
- Local criminal background check on the prospective placement
- Other activities as mutually agreed upon by sending and receiving states
- Submittal of written provisional approval or denial to sending state **Note:** A signed (*ICPC 100A*) will not be submitted until the final expedited placement decision is made (i.e., no later than 20 business days of receipt of the request)

**Visit vs.  
Placement**

In accordance with ICPC Regulation No. 9, visits and placements are distinguished on the basis of purpose, duration, and intent of the agency with responsibility for planning for the child. One purpose of a visit is to provide a child with a social or cultural experience of short duration that does not exceed 30 days.

**Note:** A stay of longer than 30 days may be considered a visit if it begins and ends within the period of a child's vacation from school as determined from the academic calendar of the school. CFS will conduct mandated contact requirements for approved stays beyond 30 days.

Visits may not be extended or renewed if the extension would exceed 30 days or the school vacation period. Visits do not require supervision or monitoring by the receiving state.

If a stay does not from the outset have a specific termination date or if duration is not clear from the circumstances, the stay will be considered a proposed placement and not a visit, and will require the ICPC process.

**Specific State  
Requirements**

Some member states may have additional requirements beyond the standard ICPC. As part of processing an outgoing ICPC request, the OC ICPC Coordinator will ascertain if a proposed receiving state requires conditions beyond the standard ICPC and will communicate any conditions to the assigned SSW.

As indicated in ACIN I-127-83 and ACL 00-01-31, Missouri and Arkansas will not accept ICPC requests from California without a signed statement on official letterhead from the Court and CFS in which both agree to abide by the terms of the ICPC. When requesting ICPC placement in Arkansas or Missouri, CFS staff will complete and submit *Arkansas/Missouri Letter (F063-25-223)* in addition to the required ICPC packet documents.

Per ACINs I-10-84 and I-43-85, Illinois, Indiana, Missouri, and Ohio may require the sending state, when placing a non-resident school age child, to negotiate a contract with the appropriate local school district in the receiving state, ensuring reimbursement for tuition and related educational costs. **Note:** Other states may also have a tuition or education funding requirement.

When considering placement in a state which requires academic reimbursement, per CFS policy, staff will consult with Foster Youth Services (FYS) to aid in the identification of education funding options with the proposed receiving state. The assigned SSW may convene a case staffing to include the SSSS, PM, and a

representative from FYS to discuss options discovered, child's placement needs, and plan for placement. If no state, federal, or other resources are available and accessible, CFS may consider the use of county funds.

**Jurisdiction Termination**

FAM § 7901 Article 5, mandates the sending state will retain jurisdiction over the child until one of the following occurs:

- Child is adopted
- Child reaches age of majority or becomes self supporting
- Mutual sending/receiving state concurrence

**Note:** Termination of jurisdiction without the required written concurrence is a violation of the ICPC.

**CWS/CMS**

In accordance with ACIN I-95-06, CFS will document the following ICPC activities in CWS/CMS:

- Completion of Interstate Compact Placement Request (ICPC 100A) and Interstate Compact Report of Child's Placement Status (ICPC 100B)
- Creating secondary assignment for supervising state
- Creating and ending placement for incoming ICPCs
- Documentation of contacts and services provided

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**REFERENCES**

**Attachments and CWS/CMS Data Entry Standards**

Hyperlinks are provided below to access attachments to this P&P and any CWS/CMS Data Entry Standards that are referenced.

- [Attachment 1—Suggested Guidelines – ICPC Home Study Requests](#)
- [Attachment 2—Suggested Guidelines – Outgoing ICPC Referral](#)
- [Attachment 3—Suggested Guidelines – Outgoing ICPC Packet Documents](#)
- [Attachment 4—Suggested Guidelines – ICPC Placement](#)
- [Attachment 5—Suggested Guidelines – Outgoing ICPC Case Management](#)
- [Attachment 6—Suggested Guidelines – Incoming ICPC Case Management](#)
- [Attachment 7—Suggested Guidelines – Expedited ICPC Requests](#)
- [CWS/CMS Data Entry Standards—Interstate Compact on the Placement of Children \(ICPC\) Incoming Case Instructions](#)
- [CWS/CMS Data Entry Standards—Creating/Ending Out of](#)

- [Home Placements for ICPC Cases \(Courtesy Supervision\)](#)
- [CWS/CMS Data Entry Standards—ICPC Contacts – Entering into CWS/CMS](#)
- [CWS/CMS Data Entry Standards—Interstate Compact on the Placement of Children \(ICPC\) Outgoing Case Instructions](#)

## Hyperlinks

Users accessing this document by computer may create a direct connection to the following references by clicking on them.

- CFS P&P [Child Health and Disability Prevention Program \(I-0203\)](#)
- CFS P&P [Non-Minor Dependent \(NMD\) Placements \(J-0102\)](#)
- CFS P&P [Out-of-Home Placement \(K-0208\)](#)
- CFS P&P [Team Decision Making \(D-0308\)](#)
- CFS P&P [Case Compliance Contacts and Documentation \(E-0105\)](#)
- SSA Administrative P&P [Travel and Reimbursement of Related Expenses \(F10\)](#)

## Other Sources

Other printed references include the following:

- [CDSS Website—ICPC Home Page](#)

## REQUIRED FORMS

### Online Forms

Forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
<a href="#">Expedited Placement Under the Interstate Compact on the Placement of Children: Findings and Orders</a>	JV-567
<a href="#">Sending State Expedited Home Study Request</a>	F063-25-371
<a href="#">ICPC Internal Transmittal</a>	F063-25-ICPC257
<a href="#">ICPC External Transmittal</a>	F063-25-647
<a href="#">Federal Medicaid (Title IV-E) Eligibility/Ineligibility and Medical/Financial Plan</a>	F063-25-246
<a href="#">Arkansas/Missouri Letter</a>	F063-25-223
<a href="#">ICPC Cover Letter Template</a>	F063-25-650
<a href="#">ICPC Supervision Report Template</a>	F063-25-651

<a href="#">Incoming ICPC Placement – Child Removal Information</a>	F063-25-648
<a href="#">Statement of Assigned Social Worker Potential ICPC Placement Resource</a>	F063-25-679

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**Hard Copy Forms**

Forms that may be completed in hard copy (including multi-copy NCR forms) are listed below. **For reference purposes only**, links are provided to view these hard copy forms, where available.

	<b>Form Name</b>	<b>Form Number</b>
	ICPC Acco	F063-25-1113

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**CWS/CMS Forms**

Forms that may **only** be obtained in CWS/CMS are listed below. **For reference purposes only**, links are provided to view these CWS/CMS forms, where available.

	<b>Form Name</b>	<b>Form Number</b>
	<a href="#">Interstate Compact Placement Request</a>	ICPC 100A
	<a href="#">Compact Report of Child's Placement Status</a>	ICPC 100B

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**Brochures**

Brochures to distribute in conjunction with this procedure include:

	<b>Brochure Name</b>	<b>Brochure Number</b>
	None.	

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**LEGAL MANDATES**

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[Family Code \(FAM\) Section \(§\) 7900](#) *et seq.* contain the ICPC articles and outline the provisions of the ICPC.

[ICPC Regulation No. 0.01–No. 12](#) govern ICPC implementation.

[CDSS Manual of Policies and Procedures \(MPP\) Division 31-510](#) outlines procedures for the interstate placement of children.

[FAM § 7911\(b\)](#) requires out-of-state group homes accepting California children for placement meet California group home licensing standards.

[FAM § 7911.1\(d\)](#) requires a multidisciplinary team assessment and placement recommendation prior to placing a child in an out-of-state group home.

CDSS [All County Letter \(ACL\) 08-21](#) outlines county responsibilities for initiating certification of out-of-state group homes by CDSS.

CDSS [ACL 98-94](#) establishes the CDSS Out-of State Placement Policy (OSPP) unit as the central agency responsible for processing incoming and outgoing group home ICPC requests.

CDSS [ACL 10-31](#) provides timelines for home study completion and rejection for interstate placements of children pursuant to [Public Law 109-239, Safe and Timely Interstate Placement of Foster Children Act of 2006](#).

CDSS [ACL 09-38](#) provides an ICPC letter that explains California's relative/NREFM home approval process and its equivalency to a licensing status.

CDSS [ACL 00-01-31](#) provides special direction for placing children who are dependents in California into a home in Arkansas.

CDSS [All County Information Notice \(ACIN\) I-127-83](#) provides special direction for placing children who are dependents in California into a home in Missouri.

CDSS [ACIN I-10-84](#) and [ACIN I-43-85](#) indicate the states of Illinois, Indiana, Missouri, and Ohio may require reimbursement for tuition and related educational costs for the interstate placement of school-aged children.

CDSS [ACIN I-95-06](#) mandates the documentation of ICPC activities within Child Welfare Services/Case Management System (CWS/CMS).

CDSS [ACL 10-56](#) provides implementation guidance on amended ICPC Regulation 1 and new Regulation 11 effective October 1, 2010.

CDSS [ACL 11-79](#) and [ACL 11-79E](#) provides implementation guidance on amended ICPC Regulations 2, 3, and 7 effective October 1, 2011.

CDSS [ACL 12-56](#) provides implementation guidance on amended ICPC Regulation 5 effective July 1, 2012.

[California Rules of Court, Rule 5.616\(c\)](#) indicates California Juvenile Courts will adhere to the regulations of the compact, except where inconsistent with California law.

[California Rules of Court, Rule 5.616\(g\)](#) provides when a child is placed with his or her parent in another state, compliance with the ICPC is not required. This Rule outlines steps the Court may take to ensure the child's safety and well-being in the parental home.

*In re C.B. (2010) 188 Cal.App. 4<sup>th</sup> 1024, 1031-1036* held the ICPC does not apply to placement with a parent out-of-state.